



CITY OF LONG BEACH

DEPARTMENT OF PLANNING & BUILDING

333 WEST OCEAN BOULEVARD ☎ LONG BEACH, CALIFORNIA 90802 ☎ (562) 570-6194 FAX (562) 570-6068

SPECIAL REQUIREMENTS

Subdivision Map – The following information shall be filed:

1. A tentative map shall be prepared by a California Registered Civil Engineer or a California Licensed Surveyor.
2. A tentative map shall be 18" x 24" in size (folded to 9" x 12") and shall contain the following information:
 - a. The subdivision map number – such number must be obtained from the Los Angeles County Engineer, 900 South Fremont Avenue, Alhambra, CA 90020 (818-458-4930)
 - b. North arrow, scale, and sufficient description to define the location and boundaries of the proposed subdivision.
 - c. Name and address of record owner(s), subdivider(s), and the person who prepared the map with the license number.
 - d. The locations, names and width of all roads, streets, highways, and alleys in the proposed subdivision and along the boundaries thereof.
 - e. Lot layout and approximate dimensions of each lot and each lot to be numbered.
 - f. The outline of building(s) to remain or be constructed and their location in relation to streets and lot lines.
 - g. Contours where the property is not relatively flat. Such contour lines shall be at intervals of not more than five feet.

Condominium Conversion – In addition to the tentative maps and building plans as specified in the Subdivision Map requirements, the following information shall be filed:

1. A list of tenants' names specifying if any are handicapped, and/or over sixty-two years old.
2. A list of rent by each unit for the past three years (listed year by year by the unit address).

3. A special building inspection report which shall be filed with the Building Bureau of the Department of Planning and Building prior to filing the subdivision application. (The application is not considered complete until this inspection report is received by the Zoning Division staff.)
4. Inspection report for major system and building corrections including mechanical and plumbing systems, roof and termites. These reports shall be certified by a State licensed contractor. All such inspections shall have been conducted within three months prior to the submittal of the tentative map. Any necessary repairs and recommended corrections shall be clearly specified in the report.
5. Verification that all tenants have been notified of the intent to file a subdivision map for conversion to a condominium, according to the format specified by the State of California, shall be filed with the application. The application will not be considered complete until 60 days after the last tenant has been notified of the intent to file.

Projects in the Coastal Zone

If any existing residential unit is to be demolished or converted to a condominium (except for replacement by a single or two-family dwelling), a clearance or commitment for affordable housing displacement from the Long Beach Housing Authority located at 521 East 4th Street (570-6985), shall be submitted with the application.